

SYSTEMS FOR SUCCESS

What is a SYSTEM? -- a set way of doing something that allows you to be more efficient and productive.

System --sequential set of events that leads to an outcome.

SYSTEMS

Definition:

SYSTEM: 1) any formulated, regular, or special method or plan of procedure: a system of marking, numbering, or measuring; *a winning system at bridge.*

2) due method or orderly manner of arrangement or procedure: *There is no system in his work*

What are the elements of a successful system?

- * it produces the result you want -- consistently.
- * You ENJOY the process
- * There is a sense of effortlessness
- * It gives you a sense of inner peace - knowing this area is handled.

What could you create systems for? (GROUP DISCUSSION)

* Mail, grocery shopping, paying bills, household organizing, loaning/borrowing books, maintaining your car, getting new business, getting PR/media, workout routines, eating programs, cleaning the house/office, replenishing office supplies, staying in touch with friends, remembering birthdays, time with significant other, introductory coaching sessions, moving, scrap-booking, getting kids to school or bed, learning something new, dealing with difficult people, managing email, cleaning your house, getting up in the morning, going to bed at night, deciding what to wear to work, keeping workspace organized, or....???

***EVERYTHING that you'd like to flow easily in your life.**

NOTE: This isn't about trying to *control* every aspect of your time. It's about helping your life flow better by consciously optimizing an activity that you do -- or want to do -- consistently. Instead of stopping and thinking about how to handle "XYZ" - it's about creating an intention for the activity to flow. Often, implementing a system is about implementing one or two key elements to increase **FLOW**. While some systems are complex (especially in large companies), the vast majority of systems are simple.

What are your current successful systems?

- * morning routine - get up, bathroom, wash face, exercise, meditate, shower, dressed
- * staying connected to people -- with exercise outdoors
- * calendar system...including backup, update, and checking in 10x a day

- * reminder system on days he only has one appointment in the middle of the day
- * every bill on autopay!!
- * Quicken to balance checkbooks, track credit card charges, and do taxes!

NOTICE: all these systems have a few things in common. They are **SIMPLE**.
CLEAR. Trackable. Systems don't have to be complex.

Example's of Mary's Successful Systems

- * Your Daily Gems (thank goodness for my VA)
- * Handling mail - it comes in. I sort it immediately, throwing all junk out, put John's at foot of stairs, and important stuff in office to handle immediately.
- * Bills - I pay on Mondays and/or automate where possible.
- * Saving money - auto transfer
- * Getting up in the morning -- shower, veggie smoothie, vitamins, put away clean dishes
- * Fabulous Friday Report - forward info to Sam, Sam assembles on Monday (sends to Amber), Amber sends test on Wednesday, Mary reviews Thursday, Amber sends on Friday.

* **Managing Email System:**

1. Set up Key Folders and SubFolders in inbox.
2. Set up "rules" (i.e. if email from joe@xyz.com automatically send to Joe's Folder)
3. Create @Action FOLDER to emails to respond to.
4. Create @FILE Folder for emails to be filed.
5. Email comes in... decide:
 - DELETE
 - Move to FILE Folder (no action)
 - Move to ACTION Folder (to respond to later)
 - RESPOND now.
6. After responding to email:
 - Move to FILE Folder
 - DELETE
 - For Sam or Amber (if they will be handling a task, and I'll follow up with them when we meet)
7. Set aside time daily to address inbox and action folder.
8. Review key folders daily, weekly, etc.

NOTE: I also have key folders for:

- * ADDRESS Changes
- * Affiliate information
- * FOR THIS WEEK - this includes dial-in information for interviews or calls I'd like to attend.

3 Step Formula

1. What am I doing? (WHAT's HAPPENING NOW)
2. Where am I going? (WHY are you doing what you're doing?)
3. How do you get there? (ACTUAL SYSTEM DESIGN)

What is the first step of your system?
What is the second step in your system?
ETC...

WRITE IT DOWN.... and organize.

What systems would you like to create or improve upon?

- * Tracking finances...
- * hourly reminder to check in with "connection to Spirit"
- * keeping 3 desktops clean
- * moving between desks
- * grading papers and giving feedback

How to design a system.

- * Think of the end result you're wanting to create.
- * How can you make it easy and effortless?
- * Brainstorm ideas.
- * What next? What next?
- * What resources do you need? Supplies (organizational items like folders, baskets), an assistant (virtual assistants are great), or just a clear plan.
- * GET STARTED.
- * Adjust until the system is a part of your life.

EXAMPLE: Articles out more

- * Create binder full of all articles
- * Create spreadsheet of articles and potential submission places
- * Send 1-3 articles per week.
- * Track published articles
- * Be sure to have my "signature paragraph" after each article
- * Have VA manage list
- * Monthly have VA add new articles
- * Brainstorm a list of new articles to write for specific publications.
- * Find resource talking about discovering new channels of article distribution and how to get paid.
- * Set aside 1-2 days per month to write new articles.

*** ELEMENTS of this system.**

- CLEAR OUTCOME
- Tracking
- Updating
- Optimizing/Learning
- Delegating*****
- New Creation

**CONSCIOUS COMMITMENTS:
SYSTEMS**

1. Identify your Successful Systems
2. Identify 5 areas where you'd like to create a new system or improve.
3. Brainstorm elements of your new system for ONE area.